



## DELIMIT POSITION REQUEST

This form is used to indicate when a position has expired or is no longer valid. Positions may be delimited due to departmental reorganization, program authority, sun-setting, or initiated/triggered by Department of Finance (DOF), Budget Change Proposal (BCP), Spring Finance Letter, or Legislature Directive (unforeseen event).

Prior to delimiting positions, the appropriate approvals/authorizations must be granted and transfer or separation of employees occupying the position(s) must be processed.

**NOTE: This is a manual process outside of the GC12439 Delimit Position process.**

### Please check the appropriate box.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Reorganization        | <input type="checkbox"/> Program Authority     | <input type="checkbox"/> Sun-setting           | <input type="checkbox"/> Budget Change Proposal |
| <input type="checkbox"/> Spring Finance Letter | <input type="checkbox"/> Legislature Directive | <input type="checkbox"/> Department of Finance | <input type="checkbox"/> Other                  |

Delimit Effective Date (MM/DD/YYYY) (8)

Position ID (8)

Comment

### Authorized Signature

**Certification for the Appointing Power-***The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster charges filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved, established positions and have, if required by law, taken the oaths, including the oath set forth in Section 3103, Government Code.*

Authorized Name (Print)

Title

Authorized Name Signature

Telephone

Date

### Form Submitted By

Contact Name (Print)

Date

Telephone

Fax

Email